

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b) (2)).

## Agenda

<b>Group/Meeting Name:</b> CSB Policy Council Executive Meeting	
<b>Date:</b> May 1, 2019	<b>Time:</b> 6:00 – 6:30 PM
<b>Location:</b> 1470 Civic Ct., Concord, CA 94520	
<b>Meeting Leader:</b> Veronica Gutierrez	
<b>Purpose:</b> To Review Items	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or Subcommittee meetings. Please contact PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

**Desired Outcomes:** By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Approval of the April 3, 2019 Executive Meeting minutes so that we have an accurate record of the meeting.

Approval of the Early Head Start Child Care Partnership #2 Continuation Grant.

An understanding of staff reports so that the group is informed of Bureau highlights and other important events.

A review of the April 17, 2019 Policy Council minutes so they are ready for approval by the full Policy Council.

Agreement on the agenda for the May 15, 2019 Policy Council meeting.

An Evaluation of the meeting so that we may review our strengths and make any improvements as needed.

Attendees: PC Executive Committee and CSB Staff

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present	Emma Duran	2 Minutes
Review Meeting Ground Rules	Present	Delphine Smith	1 Minutes
<b>Action:</b> Review and Approve April 3, 2019, Executive Meeting Minutes	Present Clarify Check for understanding Check for Agreement	Group	3 Minutes
<b>Action:</b> Review and Approve Early Head Start Child Care Partnership #2 Continuation Grant	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	10 Minutes
Staff Reports	Present Clarify Check for understanding	Staff	5 Minutes

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review April 17, 2019, Policy Council Minutes	Present Clarify Check for understanding	Group	3 Minutes
Set Agenda for May 15, 2019 Policy Council Meeting	Present Clarify Check for Understanding	Executive Committee and Staff	5 Minutes
Meeting Evaluation	Plus/Delta	Group	1 Minute

**Contra Costa County**  
**EHSD – Community Services Bureau**  
**Head Start Policy Council Executive Committee Meeting Minutes**

Location: 1470 Civic Court, Concord Ca 94520

Date: 4/3/2019

Time Convened: 6:06 p.m.

Time Terminated 6:45 p.m.

Recorder: Imelda Prieto Martinez

Attendees: Veronica Gutierrez, Emma Duran, Katie Cisco, Pamela Arrington, Ana Araujo, and Delphine Smith

Absentees: None

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"><li>Review Desired Outcomes and Ground Rules</li></ul>	<ul style="list-style-type: none"><li>Veronica Gutierrez, Chair called the meeting to order at 6:06 p.m. and reviewed the desired outcomes.</li><li>Emma Duran, Vice Chair, reviewed the meeting ground rules.</li></ul>
<b>Action:</b> <ul style="list-style-type: none"><li>Review and approve March 6, 2019 Executive Meeting Minutes</li></ul>	The minutes were reviewed, no corrections were noted. <b>A motion to approve March 6, 2019, Executive Meeting Minutes was made by Emma Duran and seconded by Katie Cisco. The motion passed.</b>
Parent Recognition of Staff Excellence	<ul style="list-style-type: none"><li>The group reviewed all nomination forms and selected Maria Ortega, Associate Teacher at Los Nogales and Amtus Farima, Teacher Assistant Trainee at Ambrose, to receive recognition at the May 15, 2019, Policy Council Meeting for their excellent work.</li></ul> <p>Imelda Prieto-Martinez, Policy Council Clerk will invite both to attend the May 15, 2019, Policy Council meeting to receive their recognition.</p>
<ul style="list-style-type: none"><li>Staff Report</li></ul>	<p>Pamela Arrington, Assistant Director, provided updates on the following items:</p> <ul style="list-style-type: none"><li>On March 21, 2019, CSB hosted a kick-off orientation for the 20 selected Wellness Champions representing various work classifications. Our Staff Health Improvement Plan (SHIP) focuses on holistically improving staff wellness to increase morale while also insuring a healthy workforce that is able to continue providing high quality services. Wellness Champions will play a key role in creating and enhancing break areas conducive to health and wellness; encouraging participation in agency and department-wide wellness events; and ensuring wellness activities are consistently incorporated and embedded in the units they represent.</li><li>Many CSB Teaching Staff, Site Supervisors and Senior Managers, along with parents from the community attended the Local Policy Councils' (LPC) Young Children's Forum on March 16<sup>th</sup> to learn about early childhood opportunities. The LPC supports early care and education by coordinating collaborations to strengthen partnerships amongst the early childhood community.</li></ul>

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> <li>• Distribution of family and child home engagement activities for Head Start and Early Head Start families began in January and will continue monthly. The focus of these activities are based on child assessment data and relate to children's development of mathematics skills.</li> <li>• During the month of March, CSB filled the Comprehensive Service Manager open position for Mental Health/Disabilities/Homelessness with an internal candidate, hired three temporary Teacher Assistant Trainees and promoted three temporary Teacher Assistant Trainees to temporary Associate Teachers.</li> <li>• Interviews are underway to fill the following positions: Assistant Director; Comprehensive Services Health Manager; and several temporary and permanent Intermediate clerk positions.</li> <li>• Hats off to Dr. Seuss's birthday challenge resulted in an overwhelming number of classrooms participating. Teachers, Parents and Site Supervisors actively participated in many fun activities to include reading stories, cooking projects, making hats and decorating classrooms/centers to name a few.</li> <li>• All Centers received butterfly kits that the children and parents alike are fascinated with.</li> <li>• The Education Team is in the process of ordering kindergarten backpacks to be given to our kindergarten bound children at the end of this school year.</li> </ul>	
<ul style="list-style-type: none"> <li>• Review March 20, 2019 Policy Council Meeting Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• March 20, 2019 Policy Council Meeting minutes were reviewed and no changes were needed to the content of the minutes.</li> </ul>	
<ul style="list-style-type: none"> <li>• Set Agenda for April 17, 2019 Policy Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed and set the agenda for April 17, 2019. The length of the meeting will be adjusted to accommodate the Economic Opportunity Council (EOC) Public Hearing.</li> </ul>	
<ul style="list-style-type: none"> <li>• Meeting Evaluation</li> </ul>	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• On time</li> <li>• Everyone present</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• Side bars</li> </ul>



**Policy Council Meeting Minutes**  
Location: 500 Ellinwood Way, Pleasant Hill, CA



**Date:** 4/17/2019

**Time Convened:** 7:07 PM

**Time Terminated:** 7:58 PM

**Recorder:** Imelda Prieto Martinez

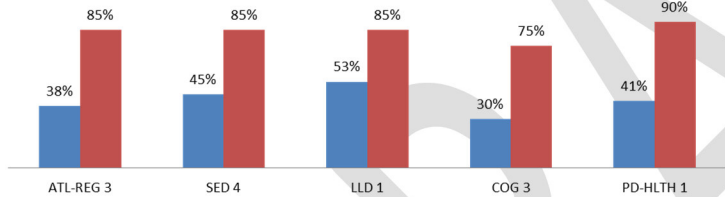
TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	<ul style="list-style-type: none"><li>• Veronica Gutierrez, Chair, called the meeting to order at 7:07 p.m.</li><li>• Emma Duran, Vice Chair, reviewed the desired outcomes.</li><li>• Delphine Smith, Parliamentarian, reviewed meeting rules.</li></ul>
Public Comment	None
Correspondence	None
<b>Administrative Reports</b> <ul style="list-style-type: none"><li>• CSB Director</li><li>• Division Manager</li><li>• Fiscal</li></ul>	<p>Camilla Rand, Director, welcomed Policy Council representatives and thanked participants for providing feedback to the Economic Opportunity Public Hearing. Camilla presented the following administrative updates:</p> <ul style="list-style-type: none"><li>• Early Childhood Education is important to the Governor and a priority in his proposed budget. Currently, 250 legislative bills have been introduced with 80 at the state level in support of early care and education. The Governor is requesting that 4.2 million dollars be allocated to support early care and education to include funding for facilities, expanding State Preschool and increasing slots for infant &amp; toddler care. The revised proposed budget will come out May 14<sup>th</sup> More information will be shared as received during our May and June PC Meetings.</li><li>• Office of Head Start is requesting a \$250 million dollar carve-out to fund infant &amp; toddler care.</li></ul> <p>Enrollment and attendance statistics for March:</p> <ul style="list-style-type: none"><li>• Enrollment: 100.44% for Head Start; 102.57% for Early Head Start; 100% for Early Head Start Child Care Program Partnership #1; and 101.05% for Early Head Start Child Care Program Partnership #2.</li><li>• Attendance: 82.54% for Head Start; 79.50% for Early Head Start; 92.51% for Early Head Start Child Care Program Partnership #1; and 80.2% for Early Head Start Child Care Program Partnership #2.</li></ul> <p>Haydee Ilan, Accountant III and Andres Torres, Fiscal Subcommittee member, presented the following fiscal reports:</p> <ul style="list-style-type: none"><li>○ <b>2018-2019 Head Start Program: February 2019</b> year to date cash expenditures were \$1,585,777 YTD, which represents 10% of the program budget.</li></ul>



**Policy Council Meeting Minutes**  
Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY																		
	<ul style="list-style-type: none"><li>○ <b>2018-2019 Early Head Start Program: February 2019</b> year to date cash expenditures were \$309,462 YTD, which represents 9% of the program budget.</li><li>○ <b>2018-2019 Early Head Start – CC Partnership: February 2019</b> year to date cash expenditures were \$803,920 YTD, which represents 72% of the program budget.</li><li>○ <b>2018-2019 Early Head Start – CC Partnership #2: February 2019</b> year to date cash expenditures were \$1,479,613 YTD, which represents 41% of the program budget.</li><li>○ <b>Credit Card expenditures</b> for all programs, including Head Start and Early Head Start, for the month of <b>February 2019</b> were \$25,214.47.</li><li>○ <b>Child and Adult Care Food Program: February 2019</b> total meal served including breakfast, lunch, and supplements were 32,314.</li></ul> <p>Haydee reviewed the Early Head Start Child Care Partnership #2 carryover budget for the period of September 2018 through August 2019:</p> <table><tr><th></th><th>Carryover Budget</th><th>Carryover T/TA</th></tr><tr><td>Equipment</td><td>\$1,510,610</td><td></td></tr><tr><td>Supplies</td><td>\$359,907</td><td></td></tr><tr><td>Contractual</td><td>\$117,500</td><td>\$72,505</td></tr><tr><td>Other</td><td>\$2,116,509</td><td>\$96,887</td></tr><tr><td>Total Direct Charges</td><td>\$4,104,526</td><td>\$169,392</td></tr></table> <p>Totals – All Budget Categories \$4,273,918</p>		Carryover Budget	Carryover T/TA	Equipment	\$1,510,610		Supplies	\$359,907		Contractual	\$117,500	\$72,505	Other	\$2,116,509	\$96,887	Total Direct Charges	\$4,104,526	\$169,392
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<b>Report:</b> <ul style="list-style-type: none"><li>• 1<sup>st</sup> DRDP Child Outcomes &amp; School Readiness Report</li></ul>	<p>Ron Pipa, Assistant Director (TU) and Afi Fiaxe, Comprehensive Services Manager, provided an overview of the 1<sup>st</sup> DRDP Child Outcomes &amp; School Readiness Report.</p> <p>Results from the first assessment (baseline) were discussed.</p> <p><b>Overview of Methods</b></p> <ul style="list-style-type: none"><li>▪ Community Services Bureau (CSB) utilizes DRDP-2015 © to assess the development of all children enrolled in the program.</li><li>▪ The tool rates children based on different domains, measures, and developmental levels.</li><li>▪ Three assessments are conducted each program year using this instrument to monitor children's development.</li></ul>																		

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	<p><b>Key Findings-Infants &amp; Toddlers</b></p> <p><b>Infants:</b></p> <ul style="list-style-type: none"> <li>The highest overall scores were in the Physical Development and Health Domain and the Cognition Domain.</li> </ul> <p><b>Toddlers:</b></p> <ul style="list-style-type: none"> <li>The highest overall scores were in the Physical Development and Health Domain.</li> </ul> <p><b>School Readiness Goals Infants</b></p> <div data-bbox="361 654 1562 1027"> <p><b>Infants: Expected Outcomes-By June 2019</b></p>  <table border="1" data-bbox="1110 654 1562 1027"> <thead> <tr> <th>Abbreviation</th><th>Measure Name</th></tr> </thead> <tbody> <tr> <td>ATL-REG 3</td><td>Imitation</td></tr> <tr> <td>SED 4</td><td>Relationships and Social Interactions with Peers</td></tr> <tr> <td>LLD 1</td><td>Understand increasingly complex Communication and Language</td></tr> <tr> <td>COG 3</td><td>Number Sense of Quantity</td></tr> <tr> <td>PD-HLTH 1</td><td>Perceptual Motor Skills</td></tr> </tbody> </table> </div> <p>Figures represent the infants' baseline percentages for the developmental domain measure in blue and expected outcomes by June 2019 in red. Infant goals are based on the developmental level of "Exploring Earlier."</p> <p><b>School Readiness Goals Toddlers</b></p>	Abbreviation	Measure Name	ATL-REG 3	Imitation	SED 4	Relationships and Social Interactions with Peers	LLD 1	Understand increasingly complex Communication and Language	COG 3	Number Sense of Quantity	PD-HLTH 1	Perceptual Motor Skills
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<div><div>Toddlers: Expected Outcomes -By June 2019</div><table><thead><tr><th>Measure</th><th>Baseline (%)</th><th>Expected (%)</th></tr></thead><tbody><tr><td>ATL-REG 3</td><td>16%</td><td>70%</td></tr><tr><td>SED 4</td><td>17%</td><td>75%</td></tr><tr><td>LLD 1</td><td>45%</td><td>75%</td></tr><tr><td>COG 3</td><td>40%</td><td>75%</td></tr><tr><td>PD-HLTH 1</td><td>23%</td><td>70%</td></tr></tbody></table></div> <p>Figures represent the toddlers’ baseline percentages for the developmental domain measure in blue and expected outcomes by June 2019 in red. Toddler goals are based on the developmental level of “Exploring Later.”</p> <p><b>Key Findings-Preschoolers &amp; Pre-kindergarteners</b></p> <p><b>Preschoolers:</b></p> <ul style="list-style-type: none"><li>The highest overall scores were in the Physical Development and Health Domain.</li></ul> <p><b>Pre-Kindergarteners:</b></p> <ul style="list-style-type: none"><li>Children in the 2018-2019 program year scored higher at the first assessment than the children in the 2017-2018 program year in the Social and Emotional Development Domain.</li></ul> <p><b>School Readiness Goals Preschool</b></p> <div><div>Preschool: Current and Expected Outcomes By June 2019</div><table><thead><tr><th>Measure</th><th>Current (%)</th><th>Expected (%)</th></tr></thead><tbody><tr><td>ATL-REG 6</td><td>53%</td><td>80%</td></tr><tr><td>SED 4</td><td>55%</td><td>90%</td></tr><tr><td>LLD 8</td><td>43%</td><td>80%</td></tr><tr><td>COG 2</td><td>43%</td><td>80%</td></tr><tr><td>PD-HLTH 1</td><td>59%</td><td>95%</td></tr></tbody></table></div>	Measure	Baseline (%)	Expected (%)	ATL-REG 3	16%	70%	SED 4	17%	75%	LLD 1	45%	75%	COG 3	40%	75%	PD-HLTH 1	23%	70%	Measure	Current (%)	Expected (%)	ATL-REG 6	53%	80%	SED 4	55%	90%	LLD 8	43%	80%	COG 2	43%	80%	PD-HLTH 1	59%	95%	<table><thead><tr><th>Abbreviation</th><th>Measure Name</th></tr></thead><tbody><tr><td>ATL-REG 3</td><td>Imitation</td></tr><tr><td>SED 4</td><td>Relationships and Social Interactions with Peers</td></tr><tr><td>LLD 1</td><td>Understand increasingly complex Communication and Language</td></tr><tr><td>COG 3</td><td>Number Sense of Quantity</td></tr><tr><td>PD-HLTH 1</td><td>Perceptual Motor Skills</td></tr></tbody></table>	Abbreviation	Measure Name	ATL-REG 3	Imitation	SED 4	Relationships and Social Interactions with Peers	LLD 1	Understand increasingly complex Communication and Language	COG 3	Number Sense of Quantity	PD-HLTH 1	Perceptual Motor Skills	
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	<p>Figures represent the preschoolers’ baseline percentages for the developmental domain measure in blue and expected outcomes by June 2019 in red. Preschool goals are based on the developmental level of “Building Earlier.”</p> <p><b>School Readiness Goals Pre-kindergarteners</b></p> <div><p><b>Pre- Kindergarten: Current and Expected Outcomes By June 2019</b></p><table><thead><tr><th>Abbreviation</th><th>Measure Name</th></tr></thead><tbody><tr><td>ATL-REG 6</td><td>Engagement &amp; Persistence</td></tr><tr><td>SED 4</td><td>Relationships and Social Interactions with Peers</td></tr><tr><td>LLD 8</td><td>Phonological Awareness</td></tr><tr><td>COG 2</td><td>Classification</td></tr><tr><td>PD-HLTH 1</td><td>Perceptual Motor Skills</td></tr></tbody></table></div> <p>Figures represent the pre-kindergarteners baseline percentages for the developmental domain measure in blue and expected outcomes by June 2019 in red. Pre-kindergarten goals are based on the developmental level of “Building Later.”</p>				Abbreviation	Measure Name	ATL-REG 6	Engagement & Persistence	SED 4	Relationships and Social Interactions with Peers	LLD 8	Phonological Awareness	COG 2	Classification	PD-HLTH 1	Perceptual Motor Skills
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<b>Subcommittee Updates</b>	<p><b>Program Services:</b> Daisy shared the information reviewed during their meeting to include take home activities to support School Readiness goals; Week of the Young Child planned activities; and Policy Council as Leaders in Serving Families Experiencing Homelessness.</p> <p><b>Fiscal:</b> Andres Torres shared the information reviewed during their meeting to include February Fiscal Reports and Early Head Start Child Care Partnership #2 Carryover Budget for the period of September 2018, through August 2019.</p> <p><b>Advocacy:</b> Delphine Smith shared the following advocacy activity: “May Day 2019” in support of affordable and safe housing in Concord. The event scheduled for May 1<sup>st</sup> beginning with a rally at Meadow Homes Park and ending at Todos Santos Plaza. Families were given flyers about the event to share with other families.</p>															
<b>Action:</b> <ul style="list-style-type: none"><li>Consider Approval of the March 20, 2019 Policy Council Minutes</li></ul>	<p>The minutes of the March 20, 2019, Policy Council minutes were reviewed and no corrections were noted.</p> <p><b>A motion to approve the March 20, 2019, Policy Council minutes was made by Andres Torres and seconded by Lee Ross. The motion was approved.</b></p> <table><tr><td>Ayes</td><td>Nays</td><td>Abstentions</td><td>Not Present</td></tr></table>				Ayes	Nays	Abstentions	Not Present								
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**Policy Council Meeting Minutes**  
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TOPIC	RECOMMENDATION / SUMMARY					
	<p>Andres Torres      Daisy Templeton</p> <p>Delphine Smith      Sarah Dicken</p> <p>Nivette Moore-Mason      Lee Ross</p> <p>Damaris Santiago      Veronica Gutierrez</p> <p>Susana Huizar      Katie Cisco</p> <p>Santos Rodriguez      Mayra Rodriguez</p> <p>Karla Lara</p> <p>Mariam Okesanya</p> <p>Emma Duran</p>			<p>Nancy Santos      Paige Chatman</p> <p>Cindy Chiem      Tiffany Posey</p> <p>Miguel Gonzalez      Erica Contreras</p> <p>Monica Avila      Dawn Miguel</p> <p>Monica Barajas</p> <p>Teresa Rodriguez</p> <p>Curtis Royster</p> <p>Cindy Dolores</p> <p>Priscilla Proteau</p>		
<p><b>Site Reports</b></p>	<p><b>Ambrose:</b></p> <ul style="list-style-type: none"> <li>Children &amp; Families celebrated "Week of the Young Child" with many activities.</li> <li>More families have been attending our Site Parent Meetings.</li> <li>Storage shed and Janitor's shed were cleaned and organized.</li> <li>Classroom "B" was cleaned and organized.</li> <li>Mr. Malcolm, Mental Health Clinician, presented on "Child Abuse Prevention" during our Parent Meeting.</li> <li>Resources on Immigration were shared with the families.</li> </ul> <p><b>Los Arboles:</b></p> <ul style="list-style-type: none"> <li>Week of the Young Child was a big success with lots of activities and many parents participating.</li> <li>Our outdoor fence was covered to provide additional privacy.</li> <li>Fresh cut grass has made our yard beautiful and enjoyable for the children.</li> <li>Many parents came to the site during Week of the Young Child and shared their cultures with us by reading books to children, cooking projects, dancing and singing with them.</li> <li>Child Abuse training will be held on April 18, 2019.</li> </ul> <p><b>Marsh Creek</b></p> <ul style="list-style-type: none"> <li>Classrooms received butterfly kits and the children are learning so much about butterflies.</li> <li>Family week picnic was a success.</li> <li>Domestic Violence Prevention was presented during parent meeting.</li> </ul> <p><b>Los Nogales:</b></p> <ul style="list-style-type: none"> <li>Our teacher, Maria Ortega attended the CAEYC training in Santa Clara. She learned a lot that she is excited to share with her co-workers.</li> </ul>					



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	<ul style="list-style-type: none"><li>• Butterfly kits were delivered to the center and the children are learning about the stages from caterpillars to butterflies.</li><li>• A parent donated plants and planted them at the center.</li><li>• Room 1 is doing a project on recycling, while Room 2 is doing a project on babies.</li><li>• Gwen White from CC health Services presented on Healthy Eating at our Parent Meeting.</li><li>• Families received Friday Flyers with many resources including homelessness and job opportunities.</li></ul> <p><b>Bayo Vista:</b></p> <ul style="list-style-type: none"><li>• Week of the Young Child was a great success. Katharine Mason, Division Manager, read a story to the Toddler's. Isabel Renggenathen, Assistant Director, read a story and danced with all the children. Ron Pipa, ED Manager, played his accordion. Michelle Mankewich, Disabilities Manager, shared her favorite book with Preschoolers. Monica DeVera, ASA III, read to all the children. Assistant Manager, Darling Rivera's daughter Brianna read to the Preschoolers. Teacher, Anjana's daughter Astha, played the clarinet and did face painting with all the children. We ended the week with a parade with many of our parents participating - it was a wonderful ending to a great week.</li><li>• Projects in process include: improvements to the teachers' lounge and to the children's playground</li><li>• Norit Bercovicz, Mental Health Clinician, showed parents and staff a wonderful way of Self-Care by painting.</li><li>• Self Care handout for Parents was shared.</li></ul> <p><b>Riverview:</b></p> <ul style="list-style-type: none"><li>• Parent participation during Week of the Young Child was awesome. Children enjoyed a variety of activities during the week to include making instruments, dressing like a rock star, fitness day, cooking projects, face painting, crazy hair day, pajama day and tie-dye/puff paint shirts.</li><li>• QRIS money was spent to purchase new carpets for both classrooms, tables for Room 1, new chairs for room 2, and the replacement of "used" materials and supplies. Items are being introduced gradually on a daily basis to support the children's understanding of concepts.</li><li>• During Parent Work Day parents helped organize and clean the classrooms. A Parent Work Day for the outdoor environment will be announced soon.</li><li>• The Bay Point Community Foundation (funded by Keller Mitigation Funds), provided 4 days of fun and educational activities to serve the children in the community who were on Spring Break. Our preschoolers and teachers walked each day over to the Bay Point Library and enjoyed hands on experiences with insects, reptiles, birds and science experiments.</li><li>• Ms. Corazon, the center's Wellness Champion attended Wellness Kick-off Meeting.</li><li>• Special guests included CSU East Bay Nursing Students in addition to parents from Room 1AM who enjoyed reading books to children in support of their Book Project.</li></ul>



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Location: 500 Ellinwood Way, Pleasant Hill, CA



TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"><li>Catherine Lucero, Site Supervisor II, attended Quality Matters Leadership Learning Community Seminar and Teaching Pyramid Leadership Team 2<sup>nd</sup> Cohort meeting.</li></ul> <p><b>Lavonia Allen:</b></p> <ul style="list-style-type: none"><li>Children and parents enjoyed many activities during Week of the Young Child that included making individual pizzas, crazy hat day, sports day, and face painting.</li><li>Parent Work Days were held April 11<sup>th</sup> and 12<sup>th</sup>.</li><li>Special guest included CSU East Bay nursing students.</li></ul> <p><b>George Miller III:</b></p> <ul style="list-style-type: none"><li>Week of the Young Child was very successful - the children and parents enjoyed all the fun activities that took place during the week.</li><li>Community Workday was also very successful with many parents participating to support us in keeping GMIII beautiful.</li><li>The center received new outdoor playground equipment for the children's enjoyment. New outdoor areas were created to include a block area, reading nook and a seating/ library area.</li><li>Outdoor storage unit was cleared and cleaned for Teachers to use as a resource area to store activities and materials.</li><li>An outdoor music wall is in the development process for the children to use while playing in the yard.</li><li>Richmond Librarian and CSB employees Nelly Ige and Ritche Martija visited GMIII during Week of the Young Child to read stories to the children. Camilla Rand, Director and Katharine Mason, Division Manager, participated in circle time activities with the children. The Richmond Police Dept. visited the site and led our Week of the Young Child parade.</li><li>Friday Flyers containing valuable resources and fun and educational activities happening in surrounding, communities were distributed to parents.</li></ul>	
Announcements	Ana Araujo, Comprehensive Services Manager for Parent, Family, Community Engagement, thanked the participant for sharing their feedback on the EOC Public Hearing and shared announcements: <ul style="list-style-type: none"><li>Next Policy Council meeting will include a video from the Director of Office of Head Start speaking to Policy Council as Leaders in Serving Families Experiencing Homelessness.</li><li>CSB Family Spring Newsletter coming soon.</li><li>Goody bags from Economic Opportunity Council for parents to take home.</li></ul>	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"><li>Food</li><li>Good information</li><li>Goody bags and beverages from EOC</li></ul>	<u>Deltas / Δ</u> <ul style="list-style-type: none"><li>AC not working</li></ul>

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Community Services Bureau to a majority of members of the Head Start Policy Council less than 72 hours prior to that meeting are available for public inspection at: 3068 Grant St. Bldg. 8, Concord, CA 94520 during normal business hours. (Gov. Code, section 54957.5(b)(2)).

## Agenda

<b>Group/Meeting Name:</b> CSB Policy Council Meeting	
<b>Date:</b> May 15, 2019	<b>Time:</b> 6:00-8:00 PM
<b>Location:</b> 500 Ellinwood Way, Pleasant Hill, CA	
<b>Meeting Leader:</b> Veronica Gutierrez	
<b>Purpose:</b> Conduct Regular Monthly Meeting	

The Community Services Bureau of Contra Costa County will provide reasonable accommodations for persons with disabilities planning to participate in Policy Council meetings or Subcommittee meetings. Please contact PC Staff at least 48 hours before the meeting at (925) 646-5595.

Persons, who wish to address the CSB Policy Council during public comment or with respect to an agenda item, will be limited to two minutes.

**Desired Outcome:** By the end of this meeting, we will have:

Agreement on desired outcomes and ground rules so that our meeting is productive.

Parent Recognition of Staff Excellence Award presentation to validate employee dedication and uniqueness while working with children and families.

An understanding of monthly updates and approvals to ensure ongoing communication and necessary actions take place for seamless program operation.

An overview of the Single Audit Results Fiscal Year 2018.

A ratification of approval of the Early Head Start Child Care Partnership #2 Continuation Grant.

An approval of the Change in Scope of Services of Head Start program options for 2019-2020 program year in response to community needs.

A presentation from the Office of Head Start Director speaking to Policy Council as leaders in serving families experiencing homelessness.

An understanding of subcommittee updates so that representatives are informed of subcommittee discussions and outcomes.

An approval of the 2019-2020 Planning Calendar.

An understanding of the Continuation Grant Cycle and PC Involvement.

An understanding of Site Reports so that we may celebrate our children, families, and staff's co-partnering efforts to build partnerships and community.

Announcements so that we may be informed of Bureau news and available community resources.

A Meeting Evaluation so that we may review our strengths and make any improvements as needed.

Agenda			
What (Content)	How (Process)	Who	Time (Minutes)
Review Desired Outcomes	Present Clarify Check for understanding	Emma Duran	3 Minutes
Meeting Ground Rules	Present Clarify Check for understanding	Delphine Smith	2Minutes
Public Comment	Present	Member of the Public	1 Minute
Correspondence	Present	Katie Cisco	1 Minute

	Clarify		
Parent Recognition of Staff Excellence Award recognition	Present Clarify	Veronica Gutierrez	5 Minutes
<b>Administrative Reports:</b> <ul style="list-style-type: none"> <li>CSB Director</li> <li>Division Manager</li> <li>Fiscal</li> </ul>	Present Clarify Check for understanding	Camilla Rand Katharine Mason Haydee Ilan	20 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>Single Audit Fiscal Year 2018</li> </ul>	Present Clarify Check for understanding	Haydee Ilan	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Ratification of Approval of Early Head Start Child Care Partnership #2 Continuation Grant</li> </ul>	Present Clarify Check for understanding Check for Agreement	Haydee Ilan	3 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of Change in Scope Request</li> </ul>	Present Clarify Check for understanding Check for Agreement	Sarah Reich	10 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>OHS Director's Video</li> </ul>	Present Clarify Check for understanding	Pam Arrington Michelle Mankewich Tracy Lewis	40 Minutes
<b>Report:</b> <ul style="list-style-type: none"> <li>Subcommittee Updates</li> </ul>	Present Clarify Check for understanding	Subcommittee Leads	10 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider approval of 2019-2020 Planning Calendar</li> </ul>	Present Clarify Check for understanding Check for Agreement	Nasim Eghlima	5 Minutes
<b>Presentation:</b> <ul style="list-style-type: none"> <li>Continuation Grant Cycle and PC involvement</li> </ul>	Present Clarify Check for understanding	Nasim Eghlima	5 Minutes
<b>Action:</b> <ul style="list-style-type: none"> <li>Consider Approval of April 17 20, 2019 Policy Council Minutes</li> </ul>	Present Clarify Check for understanding Check for Agreement	Veronica Gutierrez	3 Minutes
Site Reports	Present Clarify Check for Understanding	Two Site Representatives	5 Minutes
Announcements	Present Clarify Check for Understanding	Ana Araujo	2 Minutes
Meeting Evaluation	Plus/Delta	Volunteer	1 Minute